

**CITY OF MOUNTAIN VIEW  
RESPONSIBILITY STATEMENT AND QUESTIONNAIRE  
NEW DOWNTOWN PARKING STRUCTURE  
PROJECT 03-31**

**NOTICE TO BIDDERS**

1. NOTICE IS HEREBY GIVEN that sealed Responsibility Statements and Questionnaires will be received by the City Clerk of the City of Mountain View, California, in the Office of the City Clerk, 500 Castro Street, Mountain View, California, 94041, up to **2:00 p.m. on April 7, 2005** for the construction of New Downtown Parking Structure, Project 03-31, in accordance with the Responsibility Statement and Questionnaire for the Work on file in the Office of the Public Works Director. Bidders submitting the Responsibility Statement and Questionnaire shall be notified whether or not they have been approved to be placed on the final Bidders' List which will be issued with the Contract Documents. Any Bidder that DOES NOT submit the Responsibility Statement and Questionnaire by the required date and time shall not be approved for the final Bidders' List. **Bidders not approved for the final Bidders' List cannot submit a monetary bid for the work detailed below, and if they do submit a bid, it will be returned unopened. Bids from Bidders on the final approved Bidders' List shall be the only bids accepted and opened.**
2. It is the intent of the City to proceed with formal advertisement for monetary bids in or about May 2005. The City reserves the right to postpone or cancel this bidding at its sole discretion, and the acceptance of an approved Bidders' List does not constitute an obligation to bid or award this work. **All works of improvement for this project shall be completed by no later than four hundred twenty (420) calendar days from the date of the Notice to Proceed or as specified in the Contract Documents. The Contractor shall diligently prosecute the work to completion within the time line allowed in the contract. The City reserves the right to reject any or all bids.**
3. **DESCRIPTION OF THE PROJECT**
  - A. **Location**

The work is primarily within the City of Mountain View parking lot at the northeast corner of California and Bryant Streets in Mountain View, Santa Clara County, California. A three-story office building is adjacent to the project site and is located at the property line.

B. Project Description

The project consists of an approximately 164,200 gross square foot, four-story, five-level parking structure with approximately 415 parking stalls. The ground floor includes approximately 14,000 gross square feet of retail space, shell finish only. The contractor is expected to cooperate with the City to allow tenant improvements by a contractor under separate contract during construction or at a later date. Construction of the new parking structure is anticipated to begin in August 2005.

Major items of work related to the building include, but are not limited to, grading, site preparation, utilities, foundation, framing, post-tension concrete, painting, mechanical, electrical, plumbing, sprinklers, irrigated landscaping, communications systems, hardware, finishes and other architectural work and detail to produce a complete and functional parking structure. The project scope may also include an approximately 90 kw rooftop photovoltaic system.

C. Project Challenges

The project site is located in the busy downtown area of Mountain View, approximately one block from Castro Street. The parking structure project is bounded by California Street, a main route into downtown, and Bryant Street, with residential homes directly across the street. Both streets will require accessibility to residents and downtown businesses at all times.

Wild Cherry Lane is a one-way alley adjacent to the site providing delivery access to businesses with Castro Street frontage. The contractor must allow garbage and recycling collection on Wild Cherry Lane between Dana and California Streets at all times during construction, and two-way access to the underground parking garage under 303 Bryant Street.

North of the project site is a fully occupied three-story office building (303 Bryant Street) with two levels of below-grade parking with abandoned soil nails protruding beneath the project site. The foundation design requires drilled piers to be installed within 10' of the property line.

Construction contract documents will provide requirements for construction phasing, access, staging and availability of work areas. Contractor will work around and accommodate existing businesses and other downtown activities during construction.

The parking structure must be complete and ready for use within 420 calendar days from the Notice to Proceed (on or about September 29, 2006).

Some of the materials for the work may have long lead times for fabrication and delivery, and some work may take considerable time to complete. The contractor shall take these and all of the above into consideration in planning, scheduling and executing the work.

This responsibility statement is **only for the New Downtown Parking Structure.**

D. Cost Estimate

The cost of the construction contract work is estimated to be in the range of \$9,000,000 to \$12,000,000.

4. SUBMITTAL OF RESPONSIBILITY STATEMENTS AND QUESTIONNAIRE

- A. RESPONSIBILITY STATEMENTS AND QUESTIONNAIRES SHALL BE ADDRESSED TO the City Clerk of the City of Mountain View, California, in an envelope labeled:

**CITY OF MOUNTAIN VIEW**  
**RESPONSIBILITY STATEMENT AND QUESTIONNAIRE**  
**NEW DOWNTOWN PARKING STRUCTURE**  
**PROJECT 03-31**

- B. BIDDER'S BOND: A Bidder's Bond is not required to be submitted with the Responsibility Statement. However, a Bidder's Bond shall be required to be submitted by the Bidders approved to be on the final Bidders' List at the time of monetary bid submission.
- C. RESPONSIBILITY STATEMENTS AND QUESTIONNAIRES WILL NOT BE OPENED PUBLICLY. They will be evaluated by the City and all firms submitting Responsibility Statements and Questionnaires will be notified in or about April/May 2005 of that evaluation.

5. OTHER NOTICES

- A. CONTRACTOR'S LICENSING REQUIREMENTS: Bidders shall possess a **Class B, General Building Contractor's License** and any other required Contractor's License at the time of submitting the Responsibility Statement and Questionnaire.

- B. BONDS, INSURANCE, AND EXECUTED AGREEMENT: The successful Bidder will be expected to deliver a signed labor and materials bond, a faithful performance bond, insurance certificates and an Agreement executed by the Bidder to the Public Works Director for approval before the City will issue a Notice to Proceed with the work. No contract shall arise until all bonds, certificates and the Agreement have been approved by the City.

C. PREVAILING WAGE

The City of Mountain View requires Contractors to pay prevailing wages to the Contractors' employees working on City's capital improvement projects and the Contractor shall pay the latest general prevailing rate of per-diem wages to the various workers constructing this project. A copy of the latest prevailing rate of per-diem wages is on file in the Mountain View Public Works Department and is available for reference to any interested party. The Contractor shall post, at the job site, a copy of the Department of Industrial Relations' latest determination of the prevailing rate of per-diem wages.

For failure to pay the prevailing wages, the Contractor shall forfeit to the City, as a penalty, Fifty Dollars (\$50) for each calendar day, or portion thereof, for each worker who is paid less than the stipulated prevailing wage in violation of the requirements of the Labor Code and, in particular, Labor Code Sections 1770 to 1780 inclusive. In addition to the Fifty Dollar (\$50) penalty, the Contractor shall pay to each worker the difference between the prevailing wage and the amount paid to the worker for each calendar day for which the worker was paid less than the prevailing wage.

6. AVAILABILITY OF RESPONSIBILITY STATEMENT AND CONTRACT DOCUMENTS

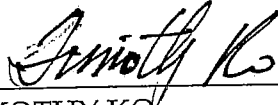
- A. Bidders may obtain copies of the Responsibility Statement and Questionnaire from the City of Mountain View Public Works Department located at City Hall, 500 Castro Street, Mountain View, California, 94041. There is a \$15 nonrefundable charge for the Responsibility Statement if the Bidder requests the documents to be mailed.
- B. Copies of the final Contract Documents and Specifications are expected to be issued on or about May 2005.

7. PROJECT MANAGER: Bidders may discuss the Responsibility Statement and Questionnaire and Contract Documents with the City's Project Manager for this project.

Contact: Rey S. Rodriguez, Senior Project Manager, at (650) 903-6527.

8. CITY'S AUTHORIZED REPRESENTATIVE, who has authority to approve Addenda, Changes, Payment Requests, Completion Certificates and other contract documentation for the City, is the Public Works Director or her designated representative.
9. CLARIFICATIONS AND ADDENDA: The City's authorized representative may issue Addenda as appropriate for clarification or other reasons during the responsibility process and bid periods. All requests for clarifications or interpretations of the Documents must be submitted at least three (3) days before the deadline for receipt of Responsibility Statement and Questionnaire.

Dated: 3-9-05

By:   
TIMOTHY KQ  
Assistant Public Works Director /  
City Engineer  
City of Mountain View, California

PUBLISHED: 3/11/05

CITY OF MOUNTAIN VIEW  
PUBLIC WORKS DEPARTMENT  
500 CASTRO STREET • P.O. BOX 7540 • MOUNTAIN VIEW, CA 94039-7540  
650-903-6311, FAX 650-903-6499

**RESPONSIBILITY STATEMENT AND QUESTIONNAIRE**

FOR

NEW DOWNTOWN PARKING STRUCTURE  
PROJECT 03-31

March 8, 2005

# RESPONSIBILITY STATEMENT AND QUESTIONNAIRE

## CITY OF MOUNTAIN VIEW NEW DOWNTOWN PARKING STRUCTURE PROJECT 03-31

### TABLE OF CONTENTS

#### PART I—RESPONSIBILITY REQUIREMENTS

	<u>Page</u>
1.01 PROJECT DESCRIPTION .....	2
1.02 NOTICE INVITING RESPONSIBILITY STATEMENTS .....	3
1.03 CONTRACTOR RESPONSIBILITY STATEMENT AND QUESTIONNAIRE SUBMITTAL .....	4
1.04 LICENSE REQUIREMENTS .....	4
1.05 EXPERIENCE REQUIREMENTS .....	4
1.06 FINANCIAL REQUIREMENTS .....	6
1.07 REFERENCE REQUIREMENTS .....	6
1.08 SAFETY REQUIREMENTS .....	6
1.09 INSURANCE REQUIREMENTS .....	6
1.10 LITIGATION INFORMATION REQUIREMENTS .....	10
1.11 COMPUTER CAPABILITY REQUIREMENTS .....	10
1.12 BONDING REQUIREMENTS .....	10
1.13 INTEGRITY .....	12
1.14 PREVAILING WAGES .....	12

#### PART II— DOCUMENTS TO BE SUBMITTED

RESPONSIBILITY STATEMENT AND QUESTIONNAIRE .....	14
EXHIBIT A—COMPANY EXPERIENCE (PROJECTS COMPLETED) .....	19
EXHIBIT B—COMPANY EXPERIENCE (PROJECTS UNDER CONSTRUCTION) .....	20
EXHIBIT C—SAFETY AND LOSS CONTROL DATA RESPONSIBILITY FORM .....	21

#### PART III—ATTACHMENTS

SAMPLE PROJECT PLANS

**PART I**

**RESPONSIBILITY STATEMENT AND QUESTIONNAIRE**

**FOR**

**NEW DOWNTOWN PARKING STRUCTURE  
PROJECT 03-31**

**RESPONSIBILITY REQUIREMENTS**

## PART 1—RESPONSIBILITY REQUIREMENTS

### 1.01 PROJECT DESCRIPTION

#### A. Location

The work is primarily within the City-owned parking lot located at 850 California Street (northeast corner of California and Bryant Streets) in Mountain View, Santa Clara County, California.

#### B. Project Description

The project consists of an approximately 164,200 gross square foot, four-story, five-level parking structure with approximately 415 parking stalls. The ground floor includes approximately 14,000 gross square feet of retail space, shell finish only. The contractor is expected to cooperate with the City to allow tenant improvements by a contractor under separate contract during construction or at a later date. Construction of the new parking structure is anticipated to begin in August 2005.

Major items of work related to the building include, but are not limited to, grading, site preparation, utilities, foundation, framing, post-tension concrete, painting, mechanical, electrical, plumbing, sprinklers, irrigated landscaping, communications systems, hardware, finishes and other architectural work and detail to produce a complete and functional parking structure. The project scope may also include an approximately 90 kw rooftop photovoltaic system.

#### C. Project Challenges

The project site is located in the busy downtown area of Mountain View, approximately one block from Castro Street. The parking structure project is bounded by California Street, a main route into downtown, and Bryant Street, with residential homes directly across the street. Both streets will require accessibility to residents and downtown businesses at all times.

Wild Cherry Lane is a one-way alley adjacent to the site providing delivery access to businesses with Castro Street frontage. The contractor must allow garbage and recycling collection on Wild Cherry Lane between Dana and California Streets at all times during construction, and two-way access to the underground parking garage under 303 Bryant Street.

North of the project site is a fully occupied three-story office building (303 Bryant Street) with two levels of below-grade parking with abandoned soil nails protruding beneath the project site. The foundation design requires drilled piers to be installed within 10' of the property line.

Construction contract documents will provide requirements for construction phasing, access, staging and availability of work areas. Contractor will work around and accommodate existing businesses and other downtown activities during construction.

The parking structure must be complete and ready for use within 420 calendar days from the Notice to Proceed (on or about September 29, 2006).

Some of the materials for the work may have long lead times for fabrication and delivery, and some work may take considerable time to complete. The contractor shall take these and all of the above into consideration in planning, scheduling and executing the work.

This responsibility statement is only for the New Downtown Parking Structure.

## 1.02 NOTICE INVITING RESPONSIBILITY STATEMENTS

- A. The City of Mountain View will receive Responsibility Statement/ Questionnaire from Prime Contractors for construction of the new Downtown Parking Structure. **It is absolutely mandatory that all Prime Contractors who intend to submit bids for this work submit the Responsibility Statement/ Questionnaire and be approved by the City to be on the final Bidders' List. Bidders not approved for the final Bidders' List cannot submit a monetary bid for the work detailed above, and if they do submit a bid, it will be returned unopened. Bids from Bidders on the final approved Bidders' List shall be the only bids accepted and opened.**

It is the intention of the City to solicit monetary bids for this portion of the work on or about May 2005. The Responsibility Statement/Questionnaire shall be submitted by Bidders no later than **2:00 p.m. on April 7, 2005** to the City of Mountain View, County of Santa Clara, State of California, in the Office of the City Clerk, 500 Castro Street, Mountain View, California, 94041.

- B. The City will evaluate the information contained in each applicant's statement/questionnaire and may request additional information pertinent to the statement/questionnaire. The City's decision will be based on the evaluation of several factors, including, but not limited to, the items listed in the Responsibility Statement and Questionnaire Table of Contents. The sole

and discretionary judgment of the City will determine if the applicant is deemed responsible. Should the applicant be deemed nonresponsible, upon request, the City will provide the basis for the decision.

- C. The City's evaluation of the firm's quality, fitness and capacity to satisfactorily perform the proposal work applies only to this project.
- D. During the evaluation of the Responsibility Statement and Questionnaire, should the City request any additional information, Contractor must provide that information within two (2) working days of the request. Failure to provide the information within the specified time period will result in disqualification from the process.
- E. In order to respect the confidentiality of the information submitted, the City will not publish a list of Responsibility Statement and Questionnaires submitted. Approval of Bidders determined to be responsible will be done when the Contract Documents are approved.

#### **1.03 CONTRACTOR RESPONSIBILITY STATEMENT AND QUESTIONNAIRE SUBMITTAL**

- A. All responsibility information and forms as designated are to be provided by the Contractor and submitted with the attached Responsibility Statement and Questionnaire, including Exhibits A, B and C (colored sheets).
- B. Failure to provide required responsibility information at the time, date and location stipulated shall constitute grounds for rejection of Responsibility Statement and Questionnaire.
- C. Notification of acceptance or rejection of all Contractor Responsibility Statement and Questionnaires will be issued within fifteen (15) calendar days after the submittal deadline.

#### **1.04 LICENSE REQUIREMENTS**

- A. At the time of submitting a Responsibility Statement and Questionnaire, the Contractor must be licensed in accordance with California State laws and as specified in the Notice to Bidders and shall include Contractor's license number, class and expiration date.

#### **1.05 EXPERIENCE REQUIREMENTS**

- A. One of the criteria to be used to evaluate a Contractor's responsibility is the Contractor's overall company experience in similar construction.

Other criteria listed below, that the City deems necessary to ascertain the capabilities and past performance of each Contractor, will also be used to evaluate Contractor's responsibility.

Provide evidence of recent experience (within the last five (5) years) in successfully completing public, multi-level, post-tension, above-grade parking structure projects of comparable type, value, magnitude, complexity and schedule to the work of this project (Exhibit A).

1. For each completed project on the list, include:

- Project name and location.
- Completion date.
- Date of occupancy by owner.
- Owner's representative—phone number.
- Construction manager.
- Architect/consultant.
- Total construction value.
- Contractor's construction bid and total payment at close of job.
- Value of claims submitted.
  - Description of claim.
  - Initial amount of claim.
  - Settlement amount of claim.
- Brief description of work performed by the Contractor.

2. For each project presently under construction on the list, include:

- Same as No. 1 above plus percent complete (Exhibit B).

## 1.06 FINANCIAL REQUIREMENTS

- A. Attach a copy of your latest **audited** financial statement and/or balance sheet. The information provided will be treated confidentially to the extent possible. **It is mandatory that this information be provided.**
- B. List average yearly volume of work for the past five (5) years and net income each year.
- C. List work currently on backlog, including owner/client name and phone number, anticipated construction start date and contract value.

## 1.07 REFERENCE REQUIREMENTS

- A. Provide a list of major suppliers, trade subcontractors and bank references.

## 1.08 SAFETY REQUIREMENTS

- A. What is your Workers' Compensation experience modification rate (EMR)?
- B. Fill out and return the attached "Safety and Loss Control Data Responsibility Form" (Exhibit C).

## 1.09 INSURANCE REQUIREMENTS

- A. Contractor must provide evidence of Two Million Dollars (\$2,000,000) coverage by qualified Liability Insurers, including special endorsements as listed below.
  - 1. All Coverages, Except Surety, shall be issued by companies which hold a current policyholder's alphabetic and financial size category rating of not less than A:VII, according to the current *Best's Key Rating Guide*, or a company of equal financial status as approved by Owner's Insurance/Risk Manager.
- B. Contractor must provide evidence of maximum limits ("Accord Form" or other) of General Liability Insurance coverage as listed below:
  - 1. Comprehensive General Liability Insurance—For bodily injury (including death) and property damage.

OR

2. Commercial General Liability Insurance—For bodily injury (including death) and property damage available for the following:

- General limit per occurrence.
- General limit aggregate.
- Products/completed operations.
- Personal injury limit.

Provide a report of the amount of aggregate limits expended to date.

3. For either type of insurance, coverage shall include:

- a. Premises and operations.
- b. Products/completed operations (state duration of coverage after acceptance of the work by the owner).
- c. Contractual liability expressly including liability assumed under this contract. If Contractor is working near a railroad or light rail operation, any exclusion as to performance of operations within the vicinity of any railroad bridge, trestle, track, roadbed, tunnel, underpass or crossway shall be deleted.
- d. Explosion, collapse and underground hazards (X, C and U).
- e. Personal injury liability.
- f. Independent contractor's liability.
- g. Broad-form property damage liability.
- h. Severability of interest clause providing that the coverage applies separately to each insured except with respect to the limits of liability.

4. For either type of insurance, coverage will be required to include the following endorsements. For each item listed, provide evidence from Contractor's insurer of ability to comply with each provision.

- a. Additional Insured Endorsement (Endorsement CG 20 10 11 85).

"Such insurance as is afforded by this policy shall also apply to the City of Mountain View, members of the City Council, the officers, agents, consultants, volunteers and employees of the City of Mountain View, individually and collectively, as additional insureds."

- b. Primary Insurance Endorsement.

"Such insurance as is afforded by the additional insured endorsement shall apply as primary insurance, and other insurance maintained by Owner, its officers, agents, volunteers, and employees shall be excess only and not contributing with insurance provided under this policy."

- c. Notice of Cancellation.

"This policy may not be canceled by the Insurance Company without thirty (30) days prior written notice of such cancellation to Owner at the address shown on the Certificate of Insurance."

- d. Contractual Liability Endorsement.

"This policy shall apply to liability assumed by the insured under written contract with Owner."

- e. Personal Injury Endorsement.

"The provisions of this policy shall provide Personal Injury coverage, including deletion of standard exclusions for liability assumed under contract and suits brought by employees."

- f. Severability of Interest Endorsement.

"The insurance afforded by this policy shall apply separately to each insured who is seeking coverage or against whom a claim is made or a suit is brought, except with respect to the Company's limit of liability."

- g. X, C and U (Explosion, Collapse and Underground) Endorsement.

"It is agreed that this policy has been issued so that coverage is provided for X, C and U hazards."

- h. Broad-Form Property Damage Endorsement.

"It is agreed that the provisions of this policy have been extended to provide Broad-Form Property Damage coverage."

- C. Contractor must provide Comprehensive Automobile Liability Insurance coverage of One Million Dollars (\$1,000,000) as listed below:

- 1. Comprehensive Automobile Liability Insurance for bodily injury (including death) and property damage to all owned, nonowned and hired vehicles.
- 2. Automobile liability coverage will be required to include the following endorsements. For each item listed, provide evidence from Contractor's insurer of ability to comply with each provision.

- a. Additional Insured Endorsement (Endorsement CG 20 10 11 85).

"Such insurance as is afforded by this policy shall also apply to the City of Mountain View, members of the City Council, the officers, agents, consultants, volunteers and employees of the City of Mountain View, individually and collectively, as additional insureds."

- D. Contractor must provide Workers' Compensation and Employer's Liability Insurance coverage of One Million Dollars (\$1,000,000) as listed below:

- 1. Statutory California Workers' Compensation coverage, including a broad-form, all states endorsement.
- 2. Employer's Liability Coverage for all employees engaged in services or operations under this contract.
- 3. Inclusion of Owner and its governing board, officers, representatives, agents, consultants and employees as additional insureds, or a waiver of subrogation.
- 4. Cross-liability clause providing that the insurance applies separately to each insured except with respect to the limits of liability.

### 1.10 LITIGATION INFORMATION REQUIREMENTS

- A. Are you presently in any litigation? If yes, please list. List any history of claims, litigation disputes, arbitration and/or termination for cause associated with any work contracted on any project in the past five (5) years.
- B. Have you had any current or past claims against the City of Mountain View? If yes, what was the resolution of these claims? List any current or past litigation with other government entities within any of the nine (9) Bay Area counties.
- C. If Contractor has no history of litigation, claims or disputes, please state so in the Responsibility Statement.

### 1.11 COMPUTER CAPABILITY REQUIREMENTS

- A. Acknowledge computerized scheduling capabilities and identify whether in-house or subcontracted.
- B. Shop drawings must be produced on AutoCAD and submitted on Sheet Size C (24" by 36").

### 1.12 BONDING REQUIREMENTS

- A. At the time of monetary bid submission, Contractor must be capable of providing cash, a certified or cashier's check, or a Contractor's bid bond for ten percent (10%) of bid amount, including all additive alternates.
- B. Prior to executing a contract, Contractor must provide Labor and Materials Bond and Faithful Performance Bond for Public Works.
  - 1. The "Labor and Materials Bond" shall be at least fifty percent (50%) plus \$1 of the contract price as determined from the prices in the Bid Form, including the Base Bid and all Additive and/or Alternate Bid Items specified in the Award, and shall inure to the benefit of persons performing labor or furnishing materials in connection with the work of the proposed contract. This bond shall be maintained in full force and effect until all work under the contract is completed and accepted by the City, and until all claims for materials and labor have been paid.
  - 2. The "Faithful Performance Bond" shall be in an amount of one hundred percent (100%) plus \$1 of the contract price as determined from the prices in the Bid Form, including the Base Bid and all Additive and/or

Alternate Bid Items specified in the Award, and shall be so conditioned as to ensure the faithful performance by the Contractor of all work under the contract. It shall also ensure the replacing, or making acceptable, of any defective materials or faulty workmanship through the end of the guarantee period.

- C. Prior to the City's acceptance for the project, the Contractor shall post a warranty bond in the amount equal to at least ten percent (10%) of the total value of the entire work. The warranty bond shall remain in effect for a period of one (1) year after the City's final acceptance of the work to guarantee the repair and/or replacement of the defective materials provided and/or workmanship performed under this contract.
  - D. Provide documentation from the Contractor's surety, identifying.
    - 1. Name of bonding company/surety (NOT the name of the agent through which bonds are purchased—see No. 2 below), contact names and telephone numbers.
    - 2. Name and address of agent.
    - 3. Determining acceptable sureties.
      - a. Is the surety listed in the current edition of Federal Register?
        - (1) Whether it is a California-admitted surety.
        - (2) Its A.M. Best Rating.
- OR
- b. It is an admitted surety insurer which complies with the provisions of the Code of Civil Procedure, Section 995.660.
- OR
- c. It is a company of equal financial size and stability that is approved by the City's Insurance Risk Manager.
  - 4. What is the Contractor's total bonding capacity?
  - 5. What is the Contractor's available bonding capacity?
  - 6. What is the Contractor's bond rate?

### **1.13 INTEGRITY**

- A. If any of this Responsibility Statement is found to have any material untruths or discrepancies, Contractor will be deemed disqualified.

### **1.14 PREVAILING WAGES**

This project IS a prevailing wages project. Refer to Notice to Bidders.

**PART II**

**RESPONSIBILITY STATEMENT AND QUESTIONNAIRE**

**FOR**

**NEW DOWNTOWN PARKING STRUCTURE  
PROJECT 03-31**

**DOCUMENTS TO BE SUBMITTED**

**CITY OF MOUNTAIN VIEW  
NEW DOWNTOWN PARKING STRUCTURE  
PROJECT 03-31**

**PART II—RESPONSIBILITY STATEMENT AND QUESTIONNAIRE**

All information submitted for responsibility evaluation will be considered official information acquired in confidence, and the City of Mountain View will maintain its confidentiality to the extent permitted by law.

**1. Licenses (Reference 1.04 of the Responsibility Requirements)**

Contractor must be licensed in the State of California.

Submit the following information:

A. Name of license holder exactly as on file with the California State License Board. If none, state none. \_\_\_\_\_

B. License Classification \_\_\_\_\_

C. If joint venture, joint venture must be licensed if awarded contract.

**2. Experience (Reference 1.05 of the Responsibility Requirements)**

Provide required information for all major projects completed in the past five (5) years on **Exhibit A** (attached).

**3. Experience (Reference 1.05 of the Responsibility Requirements)**

Provide required information for all projects presently under construction on **Exhibit B** (attached).

**4. Financial (Reference 1.06 of the Responsibility Requirements)**

Attach a copy of your current audited financial statement and/or balance sheet.

**5. Financial (Reference 1.06 of the Responsibility Requirements)**

Indicate the size of project you are most competitive in performing.

\_\_\_\_\_

Volume of work for each of the past five (5) years. \_\_\_\_\_

Net income for each of last five (5) years. \_\_\_\_\_

6. Financial (**Reference 1.06 of the Responsibility Requirements**)

Attach list of work currently on backlog including owner/client name and phone number, anticipated construction start date and contract value.

7. References (**Reference 1.07 of the Responsibility Requirements**)

Bank Reference: \_\_\_\_\_

Branch: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

8. References (**Reference 1.07 of the Responsibility Requirements**)

Attach list of major suppliers, trade subcontractors, vendor/contractor and bank references.

9. Safety (**Reference 1.08 of the Responsibility Requirements**)

Complete and submit the Safety and Loss Control Data Responsibility Form (Exhibit C) attached.

10. Insurance (**Reference 1.09 of the Responsibility Requirements**)

Attach current insurance certificate that lists evidence of coverage as required by Section 1.09 of the Responsibility Requirements.

11. Insurance (**Reference 1.09 of the Responsibility Requirements**)

Provide a report of the amount of aggregate limits expended to date or currently potentially encumbered within the next two (2) years due to current or anticipated claims or projects.

12. Litigation (**Reference 1.10 of the Responsibility Requirements**)

Is your organization presently in any litigation? If yes, please list. List any history of claims, litigation disputes, arbitration and/or termination for cause associated with any work contracted on any project in the past five (5) years.

(Yes/No) \_\_\_\_\_ (If yes, attach explanation)

Has your organization had any current or past claims against the City of Mountain View? If yes, what was the resolution of these claims? List any current or past litigation (judgments, claims, arbitration proceedings or suits pending or outstanding) with the City of Mountain View or other government entities within any of the nine (9) Bay Area counties.

(Yes/No) \_\_\_\_\_ (If Yes, attach explanation)

Has your organization or proposed subcontractors filed any lawsuits, requested arbitration or been involved in any litigation with regard to your contract activity related to a government contract (either as a Contractor or subcontractor to another firm) within the last five (5) years? (Yes/No) \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Computer Capabilities (**Reference 1.11 of the Responsibility Requirements**)

Acknowledge ability to utilize computer scheduling programs: Yes \_\_\_\_\_  
No \_\_\_\_\_ In house? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, have you previously subcontracted this work? \_\_\_\_\_

14. Computer Capabilities (**Reference 1.11 of the Responsibility Requirements**)

Shop drawings on Auto CAD? Yes \_\_\_\_\_ No \_\_\_\_\_  
In house? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, subcontracted to whom?

15. Bonding Requirements (**Reference 1.12 of the Responsibility Requirements**)

Provide a certified letter from your bonding company identifying the bonding rate per \$1,000, the aggregate and single project bonding capacity of the company, together with a list of currently bonded projects identifying their bond penal sum.

Bonding Company Information:

Surety Name: \_\_\_\_\_

Broker Name: (Insurance Co. issuing bond) \_\_\_\_\_

Address: \_\_\_\_\_

Surety California admitted? Yes\_\_\_\_\_ No\_\_\_\_\_ A.M. Best Rating \_\_\_\_\_

Listed in the current edition of the Federal Register (Circular 570)? Yes\_\_\_\_\_ No\_\_\_\_\_

Does admitted surety insurer comply with the provisions of the Code of Civil Procedure, Section 995.660? Yes\_\_\_\_\_ No\_\_\_\_\_

Is surety of equal financial size and stability that is approved by the City's Insurance Risk Manager? Yes\_\_\_\_\_ No\_\_\_\_\_

Contractor's total bond capacity? \_\_\_\_\_ Available bond capacity? \_\_\_\_\_

Bonding Rate: \_\_\_\_\_ per \$1,000

16. Structure of Company (please check type of organization and answer questions accordingly).

CORPORATION \_\_\_\_\_

Date of Incorporation: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_

President's Name: \_\_\_\_\_

Vice President's Name: \_\_\_\_\_

Secretary's Name: \_\_\_\_\_

Treasurer's Name: \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_ PARTNERSHIP \_\_\_\_\_

Name and Address of Principals (state whether general or limited partnership):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If other than a Corporation or Partnership, describe organization and name of principals:

\_\_\_\_\_  
\_\_\_\_\_

17. How many years has your organization been in business as a Contractor?  
\_\_\_\_\_ Years.
18. How many years has your Organization been in business under its present  
business name? \_\_\_\_\_ Years.
19. Under what other or former names has your Organization operated?  
Name \_\_\_\_\_ Years \_\_\_\_\_
20. List the type of work normally performed with your own forces:

---

---

The Undersigned declares under penalty of perjury that all of the responsibility  
information submitted with this form is true and correct and that this declaration was  
executed by an officer of the Company on \_\_\_\_\_ (Date).

Signature: \_\_\_\_\_  
Typed or Printed Name and Title: \_\_\_\_\_  
Firm Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City and State: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

EXHIBIT A

COMPANY EXPERIENCE (PROJECTS COMPLETED)  
(REFERENCE 1.05 OF THE RESPONSIBILITY  
REQUIREMENTS)

FOR ALL CALIFORNIA PROJECTS WHICH INVOLVE APPLICABLE  
CONSTRUCTION WORK WITH A VALUE IN EXCESS OF \$8,000,000 COMPLETED  
WITHIN THE LAST FIVE (5) YEARS, PROVIDE THE FOLLOWING INFORMATION:

PROJECT NAME: \_\_\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_

LOCATION: \_\_\_\_\_

CONSTRUCTION VALUE: \_\_\_\_\_

INITIAL CONTRACT VALUE: \_\_\_\_\_

FINAL CONTRACT VALUE: \_\_\_\_\_

CONTRACTOR INFORMATION (AS APPLICABLE)

NAME: \_\_\_\_\_

CONTACT: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

OWNER INFORMATION

NAME: \_\_\_\_\_

CONTACT: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

\$ AMOUNT OF CLAIMS SUBMITTED: \$ \_\_\_\_\_

DESCRIPTION OF CLAIM: \_\_\_\_\_

INITIAL AMOUNT OF CLAIM: \_\_\_\_\_

SETTLEMENT AMOUNT OF CLAIM: \_\_\_\_\_

=====

COPY ADDITIONAL PAGES AS NEEDED

**EXHIBIT B**

**COMPANY EXPERIENCE (PROJECTS UNDER CONSTRUCTION)  
(REFERENCE 1.05 OF THE RESPONSIBILITY REQUIREMENTS)**

PROVIDE THE FOLLOWING INFORMATION FOR ALL CALIFORNIA PROJECTS  
WHICH INVOLVE APPLICABLE CONSTRUCTION WORK WITH A VALUE IN  
EXCESS OF \$8,000,000 PRESENTLY UNDER CONSTRUCTION.

PROJECT NAME: \_\_\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_

LOCATION: \_\_\_\_\_

YOUR CONTRACT VALUE: \_\_\_\_\_

ARCHITECT/CONSULTANT: \_\_\_\_\_

**CONTRACTOR INFORMATION (AS APPLICABLE)**

NAME: \_\_\_\_\_

CONTACT: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

**OWNER INFORMATION**

NAME: \_\_\_\_\_

CONTACT: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

PERCENT COMPLETE: \_\_\_\_\_%

\$ AMOUNT OF CLAIMS SUBMITTED: \$ \_\_\_\_\_

DESCRIPTION OF CLAIM: \_\_\_\_\_

INITIAL AMOUNT OF CLAIM: \_\_\_\_\_

SETTLEMENT AMOUNT OF CLAIM: \_\_\_\_\_

=====

**COPY ADDITIONAL PAGES AS NEEDED**

## EXHIBIT C

### SAFETY AND LOSS CONTROL DATA RESPONSIBILITY FORM (REFERENCE 1.08 OF THE RESPONSIBILITY REQUIREMENTS)

1. List your firm's experience modification rate (EMR) for the past three years and current year. Provide a letter from your insurance carrier or state fund (on their letterhead verifying the EMR data).

2002 \_\_\_\_\_

2003 \_\_\_\_\_

2004 \_\_\_\_\_

CURRENT YEAR (2005) \_\_\_\_\_

Are the above rates interstate \_\_\_\_\_ or intrastate \_\_\_\_\_? If intrastate, which state?

\_\_\_\_\_

2. Provide your company's injury experience for the past four (4) years using Cal OSHA No. 200 logs by furnishing copies of the forms filed for each of the last four (4) years. If you do not complete Cal-OSHA No. 200 forms, explain why.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Has OSHA cited your company in the past five years? Yes \_\_\_\_\_ No \_\_\_\_\_

How often? \_\_\_\_\_

If yes, for what? \_\_\_\_\_

4. Will your insurance company's loss control specialist visit the project site?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how often? \_\_\_\_\_ Monthly \_\_\_\_\_ Quarterly \_\_\_\_\_ Annually

5. Do you require documented safety meetings be held for:

A. Field Supervisor Yes \_\_\_\_\_ No \_\_\_\_\_ Frequency \_\_\_\_\_

B. Employees Yes \_\_\_\_\_ No \_\_\_\_\_ Frequency \_\_\_\_\_

C. New Hires Yes \_\_\_\_\_ No \_\_\_\_\_ Frequency \_\_\_\_\_

D. Subcontractors Yes \_\_\_\_\_ No \_\_\_\_\_ Frequency \_\_\_\_\_

6. Do you conduct documented safety inspections? Yes\_\_\_\_\_ No\_\_\_\_\_  
How often? \_\_\_\_\_
7. Do you have home office safety representatives who visit/audit the job?  
Yes\_\_\_\_\_ No\_\_\_\_\_ How often? \_\_\_\_\_
8. The undersigned warrants and represents the data provided in this document is accurate in all respects.

Name of Firm: \_\_\_\_\_

Preparer: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**PART III**

**RESPONSIBILITY STATEMENT AND QUESTIONNAIRE**

**FOR**

**NEW DOWNTOWN PARKING STRUCTURE  
PROJECT 03-31**

**ATTACHMENTS  
SAMPLE PROJECT PLANS**

RSR/9/PWK  
999-02-28-05N^